

## **ASSISTANT WATER COORDINATOR**

**SALARY:** \$14.75/Hour

**HOURS:** Up to a 48 hour a week maximum

**DAYS:** Sunday-Saturday

**REPORTING TO:** Water Coordinator

**TRANSPORTATION:** A reliable car is necessary. Coordinators will be asked to travel for work related purposes. Failure to have a vehicle 3 days over the summer will result in termination and ineligibility for rehire.

**TRAVEL EXPENSES:** Yes. Employees will be reimbursed for mileage.

**QUALIFICATIONS:** Five years water related administrative experience. All current required Red Cross certificates. These should include Water Safety Instructor, Waterfront Lifeguard, Lifeguard Instructor, Lifeguard, Lifeguard Manager, Lifeguard Manager Instructor, and CPR/AED and First Aid.

**DUTIES:** To work with the Water Coordinator in developing, organizing, and implementing a pool and waterfront program.

### **RESPONSIBILITIES:**

1. To help establish with the Water Coordinator the philosophy/objectives/programming for the pool and waterfront programs.
2. To help interview and recommend for hiring staff for the pool and waterfront programs.
3. To help to run all courses needed to bring staff to the appropriate level in order to run a safe and successful program.
4. To help establish and implement rules and regulations for the pool and waterfront programs.
5. To help with getting your staff's credentials in order.
6. To help test (written & water) all potential staff.
7. To help with the physical documents that need to be kept.
8. To carry-out all departmental policies and regulations.
9. To help implement the staffing assignments.
10. To assist in overseeing the daily operations of the pool and waterfront programs.
11. To collect on a daily basis accident reports and turn them into the Recreation office for follow-up.
12. To collect on a weekly basis attendance and time sheets and turn them into the Recreation office.
13. To help distribute checks to your pool and waterfront staff.
14. To help conduct two staff and one program evaluation.
15. To help be the liaison between the office, staff, and parents.
16. To keep an open line of communication between you and the Water Coordinator.
17. To handle all program related situations as they might occur.
18. To perform any other related duties as needed.